

**Non-Career Wildlife Assistant POSITIONS AVAILABLE**  
**Michigan Department of Natural Resources - WILDLIFE DIVISION**  
**SOUTHWEST MANAGEMENT UNIT**

Posting date: **Sept. 5, 2008**    Deadline for Response: **Sept. 12, 2008**

**Location:** Various locations in Southwest Management Unit. Positions will be located in Kent, Muskegon, Allegan, Barry, and Cass counties.

**Employment Dates:** Sept. 28-Jan. 9

**Number of Positions:** Maximum of 14

**Work Hours:** This position requires flexibility in work hours and may include some early morning, evening, and weekend work. Normal hours will be M-F 8:00a to 5:00p

**Pay Rate:** \$14.70 per hour

**Brief Job Description:** The purpose of deer check stations is to collect biological samples and data from deer that hunters voluntarily bring in for testing and/or aging. These efforts provide samples for disease monitoring, particularly for bovine tuberculosis (TB) surveillance but also for the possible detection of chronic wasting disease (CWD). Workers at the check stations should expect to remove heads from deer, label biological specimens, age deer by tooth replacement and wear, and record the pertinent information on specimen labels as well as on a PDA. Collection of biological data may involve tagging and bagging an entire deer carcass or removal of tissues other than the head for submission to the laboratory. During slow times, you may be required to do routine maintenance duties at the check station.

These jobs will require the use of sharp knives, knife sharpeners, saws-alls, jaw bars, and the appropriate safety equipment that goes with the operation of these tools. County maps are used to determine the location where the deer was taken. The location information is recorded by Township, Range, and Section Number into a PDA. A bar-code scanner is used to obtain required information from hunting licenses, TB tags, and driver's licenses as part of the information gathering effort.

Most of this work takes place out-of-doors in whatever weather conditions occur at the time. Snow and rain are frequently encountered during this effort and temperatures range from in the 70's to below zero. Workers are not required to spend the entirety of their shift outdoors. Most locations house workers in offices, but several locations have heated travel-trailers on site. These assignments have varied daily and weekly hours and may include weekends and holidays. Some assignments will require the employee to drive to alternate worksites using a State vehicle. Employees are expected to be available for all dates during their special assignment, especially November 15-19.

**Selection Criteria:**

**Required**

- Education: No specific amount of type.
- Experience: No specific amount of type is required.
- Possess a valid driver's license.

**Desired**

- Education: Additional certifications or coursework after High School
- Flexibility to work various hours and dates, up to 40 hours per week, including some weekends.

- Ability to work independently and to communicate well with co-workers and the public
- Previous exposure to hunter harvested deer
- Knowledge and experience using hand tools including saws and knives.
- Knowledge and experience using personal computers
- Ability to accurately read a map
- Knowledge or experience relating to wildlife or DNR programs.

***Screening Criteria:***

- Possess a high school diploma or GED certificate.
- Possess a valid driver's License.
- Experience interacting with customers or the public.
- Experience operating personal computers
- Experience handling live and or dead animals.
- Experience using hand tools

**How to Apply**

Submit a resume and completed MDNR application form (Form PR-7123e) to the Allegan State Game Area, 4590 – 118<sup>th</sup> Avenue, Allegan, MI 49010 no later than September 12, 2008.

ATTENTION Cynthia McQueer.

MDNR application can be found by linking to the following web site:

[http://www.michigan.gov/dnr/0,1607,7-153-10366\\_11866-24517--,00.html](http://www.michigan.gov/dnr/0,1607,7-153-10366_11866-24517--,00.html)

Note: Civil Service Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to their actual start.

The Department of Natural Resources is an equal opportunity employer.

If you have any questions, please call Cindy McQueer at 269-673-2430.